

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

January 25, 2024

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 25, 2024, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING At 8:00 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Melanie Gurgiolo.

Pledge of Allegiance All stood and pledged allegiance to the flag of the United States of America.

Roll Call **Members in attendance were:** David Barder, Gabrielle Brandt, Seth Cornman, Brenda Cox, Dr. Joshua Cysyk, Melanie Gurgiolo, Jackie Hill, John Kaschak, Leslie Marshall, Michelle Nestor, Patrick Shull, Lauren Silvers, Gerald Schwille(13)
Members not in attendance were: Richard Bradley, Paula Bussard, Jaime Johnsen, Phillip Lehman, Jason Miller, Micheal Wanner (6)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Rennie Gibson, Board Secretary; Daren Moran, Board Treasurer; David Walker, Solicitor
Staff/Public in attendance were: Dr. Andrew McCrea, Dave Martin, Blake Wise, Maria Hoover, Dr. Kevin Roberts, Shana Montgomery, Ali Hodge

Patrick Shull moved, seconded by David Barder, “that the following be approved:

Acceptance of Board Member Resignation Acceptance of the resignation of Scott Campbell, Susquehanna Township SD, effective 1/5/24 from the CAIU Board.”

Appointment of New Board Members Appointment of the following New Board Members:
Lauren Silvers, Central Dauphin School District, to an unexpired term until our annual election from January 25, 2024 to June 30, 2024.
Jackie Hill, Susquehanna Township School District, to an unexpired term until our annual election from January 25, 2024 to June 30, 2024.
Leslie Marshall, East Pennsboro School District, to an unexpired term until our annual election from January 25, 2024 to June 30, 2024.
Gerald Schwille, Northern York School District, to an unexpired term until our annual election from January 25, 2024 to June 30, 2024.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Recognition of the Public: Items Specific to the Agenda The Board welcomed the public: Shana Montgomery, CAIU Lead Mentor and Ali Hodge, from Stock & Leader to the Board Meeting.

Public Comment There was no public comment.

Approval of Minutes **Pat Shull moved, seconded by David Barder,** “that the December 14, 2023 CAIU Board meeting minutes be approved.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Board Committee Report

Board Finance Committee Report A meeting of the Board Finance Committee was held on Tuesday, January 16, 2024 to discuss the proposed 24-25 CAIU General Operating Budget.

2024-25 General Operating Budget Presentation Daren Moran provided a presentation of the proposed 2024-25 CAIU General Operating Budget. He provided a finance overview, basic budget information, a timeline for approval process and budget assumptions for 24-25. Please note: there is no increase to the school district contribution or to the indirect cost rate.

Treasurer’s Report **Patrick Shull moved, seconded by Dr. Joshua Cysyk,** “that the following fiscal items be approved:

Treasurer’s Report – December 2023 December 2023 Treasurer’s Report – a total of \$10,090,983.60 in receipts and \$9,695,522.28 in expenses

Payment of Bills – December 2023 December 2023 Payment of Bills

Summary of Operations – December 2023 Summary of Operations for December 2023 showing revenues of \$60,330,872.39 and \$47,358,287.72 in expenses.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Budget Administration **John Kaschak moved, seconded by Patrick Shull,** “that the following Budget Administration items be approved:

First Reading Proposed 2024-25 General Operating Budget.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Other Fiscal Matter **Seth Cornman moved, seconded by Dr. Joshua Cysyk,** “that the following Other Fiscal Matter be approved:

A resolution authorizing the CAIU to join the PA Invest Program.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Other Business Items

Contracts – January 2024 **Dr. Joshua Cysyk moved, seconded by Pat Shull,** “that the January 2024 Contracts be approved.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

2024 CAIU Annual Election

Pat Shull moved, seconded Seth Cornman, “that the 2024 CAIU Annual Election of Board members representing: Big Spring, Carlisle Area, Central Dauphin, Cumberland Valley, Derry Township, East Pennsboro, Middletown, Millersburg Area, Newport, Northern York County, Susquehanna Township school districts will be accomplished by mail or virtual ballot.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Policies & Programs

Pat Shull moved, seconded by Michelle Nestor, “that the following policies be approved:

First Reading Revised Policies:

- Policy #819 - Suicide Awareness, Prevention, Response
- Policy #907 - IU Visitors.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Job Description

None.

Personnel Items

Dr. Joshua Cysyk moved, seconded by David Barder, “that the following Personnel Items be approved:

Resignations

ALYSE HUNT, Teacher, Early Intervention Program, effective January 5, 2024. Reason: Personal.

MAGDALENA MORALES, Personal Care Assistant, Emotional Support Program, effective December 22, 2023. Reason: Personal.

ANNETTE NEBEL, School Counselor, ANPS Program, effective June 1, 2024. Reason: Retirement after 20 years of continuous CAIU service.

GERI SCHAFFER, Educational Consultant, Training and Consulting Program, effective February 2, 2024. Reason: Personal.

BRIDGID WILLS, Data Coordinator, Early Intervention Program, effective February 9, 2024. Reason: Personal.

CONNOR YOURKAVITCH, Teacher, Blind/Visually Impaired Support Program, effective March 1, 2024. Reason: Personal.

Recommended for Employment/contract

STACEY BICKEL, part-time Cafeteria Worker, Student Services Team, effective date to be determined. Employee will be paid at the rate of \$14.84 per hour. This is a replacement position funded through the Food Services budget. Experience: 1 year of similar or related experience.

JOSEPH GARTNER, Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Masters, Step 2, \$44,665.60 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Multiple Disabilities Support budget.

KYLEIGH OUTLAW, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$25,840 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.

BRITTANY RYAN, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

JEFFREY SNEAD, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+48, \$28,025 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

REBECCA WETZEL, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Multiple Disabilities Program with base salary of LPN \$43,315.41 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a new position funded through the Nurse's budget.

Change of Status	<p>LOGAN ADAMS, Educational Paraprofessional, Emotional Support Program, change from part-time to full-time status, effective December 18, 2023.</p> <p>NICOLE MILLER, from CP Support Specialist to Student Information System Support Specialist, Technology Team, effective January 16, 2024. Change of status results in a change of salary to \$54,814 for 260 days of service and will be prorated for a total of 119 days through June 30, 2024.</p>
Change of Salary	<p>AARON SICA, Technology Team, effective January 22, 2024 – April 22, 2024. Payment of \$329.50 per pay stipend is due to performing duties of interim Application Support Manager.</p>
Issuance of Tenure	<p>The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective January 25, 2024: Jennifer Carroll, Laura Gagliano, Danielle Morra, Stephanie Newell, Kylee Yetter.</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>

Reports & Updates

CAIU Strategic Plan - Mid-Year Update	Dr. Kevin Roberts presented a mid-year update of the CAIU Strategic Plan which included a high level overview of the plan, goal process, team highlights and organizational action steps.
Board Member Appreciation	CAIU administration recognized and thanked our Board Members for their volunteer service.
Announcement of CAIU Retirees	There were no January 2024 retirees.
CAIU Team Reports	CAIU Administration provided their team reports and updates.
Statement of Financial Interest Forms - 2023	The 2023 Statement of Financial Interest form is due to the Board Secretary by May 1 and can be filed electronically or by paper.
Executive Director's Report	Dr. Saia highlighted the <i>All In</i> newsletter and Executive Director's report. Congratulations to our six CAIU Star Award winners who were nominated by their peers and selected by a committee for their outstanding demonstration of one of the CAIU core values (found on the front page and inside cover).

President's Report	Melanie Gurgiolo thanked the Board for their attendance.
Board Member Sharing of Information	Pat Shull shared information about a Federal Emergency training event that he attended which addressed the serious topic of using schools for a safe shelter during disasters. He encouraged the Board Members to check with their solicitor to ensure that their school facilities are meeting the necessary requirements.
Information Items	There were no information items.
Other Business/ Public Comment on Items Not Specific to Agenda	Dr. Andria Saia discussed a schedule conflict with our upcoming Spring SAC Conference and the March Board meeting date of March 21. We would like to reschedule to March 28 if the majority of members are able to attend and not opposed.
Next Board Meeting Date	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, February 22, 2024 at 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Patrick Shull moved, seconded by Michelle Nestor, "that the meeting is adjourned."</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p> <p>At 10:20 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary